

**BY THE ORDER OF THE COMMANDER**

**ANDREWS AIR FORCE BASE  
INSTRUCTION 23-101**



**29 APRIL 2004**

**Supply**

**MOBILITY BAG ISSUE PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes Andrews AFB policy for the storage, issue, turn-in and funding of mobility A-bags (general purpose), B-bags (cold weather), C-bags (Chemical Warfare Defense Ensemble) and E-bags (desert/hot weather). This instruction applies to assigned AMC units, all tenant units on Andrews AFB MD and geographically separated units (GSUs) serviced by Trend Western Supply (ASD/TWSDX). Exception: This instruction does not apply to the District of Columbia National Guard a tenant unit on Andrews AFB including the 113th Wing, 201st Airlift Squadron, 231st Combat Communications Squadron, and the 121st Weather Flight.

**SUMMARY OF REVISIONS**

It incorporates new mobility bag turn-in procedures for all individuals assigned to AMC units, all tenant units on Andrews AFB MD and GSUs serviced by Trend Western Supply (ASD/TWSDX). **A bar ( | ) indicates a revision from the previous edition.**

**1. Storage of Mobility Bags.**

1.1. A-bags are stored by like items, in individual cages and segregated by size. This facilitates rapid inventory of items when issued and decreases personnel processing time.

1.1.1. First aid kits will be maintained for all A-bags. They will be segregated with the earliest expiration dates in front for easy inspection and replacement. All on-hand first aid kits will be inspected once a quarter. The mobility section will utilize the Mobility Inventory Control and Accountability System (MICAS) to manage the shelf-life program for all first aid kits.

1.1.1.1. The mobility section will contact 89th Medical Support Squadron/SGSL and coordinate replacement of first aid kits within 6 months of expiration date. The mobility section will transport applicable kits to the hospital supply building. Once kits are serviced or replaced, the mobility section will be contacted for pickup.

1.2. B-bags are stored by like items, in individual cages and segregated by size. This facilitates rapid inventory of items when issued and decreases personnel processing time.

1.3. C-bags will be stored by like items, in individual cages and segregated by size. These bags will not be pre-built, allowing easier shelf-life inspections.

1.3.1. Chemical Warfare Defense Ensemble (CWDE) shelf-life assets will be inspected in accordance with prescribed directives. Mobility personnel will also visit required web sites as noted in AFMAN 23-110, Chapter 26, Section F, *USAF Supply Manual* once a month for latest updates on the MICAS system.

1.4. E-bags will be stored by like items, in individual cages and segregated by size.

## 2. Reporting of Mobility Bags.

2.1. The mobility section will ensure bag requirements are computed using the current Air Force-Wide Unit Type Code (UTC) Availability/Tracking Summary (AFWUS). They will closely coordinate with the 89th Logistics Readiness Squadron (89 LRS) to receive the latest AFWUS listing. Upon computation of UTC figures, they will contact 89 LRS and ensure numbers match for reporting. The mobility section and 89 LRS will correct any discrepancies noted. The 459<sup>th</sup> LRF/LGRR and LRFD will co-ordinate AFWUS changes and forward to mobility section for updates into the MICAS system. The mobility section and the 459<sup>th</sup> LRF/LRFD will correct any discrepancies noted.

2.2. The mobility section will include non-AFWUS taskings in the final Status of Resources and Training Systems reporting. This figure will be extracted from the host/tenant support agreements on the Local Area Network. Any changes, deletions or additions must be included in the host/tenant support agreement.

## 3. Issue of Mobility Bags.

3.1. During an Exercise, the total number of bags required for each deploying chalk is obtained from the 89 LRS and 459 ARW/XP. The specifics will be identified during the adjustment meeting and the concept briefing. (At least one member from the mobility section will attend these meetings.)

3.1.1. The deploying individual will be directed to the mobility processing line where they will be given an A-3 bag with sleeping bag included. Individual will then move along an assembly line and be issued all remaining equipment. Items issued, including quantity, size and shelf life information, will be annotated on an 89 AW Form 44, **Mobility Bag Receipt**. Deploying individuals should already have a completed baggage tags and gas mask (if required). Once the individual has finished processing through the line, a mobility representative will verify all information on the 89 AW Form 44 and instruct individual to attach baggage tags to the issued bag(s). If individual is to receive more than one mobility bag, this process will repeat until all bags are issued. Then a mobility representative will obtain the 89 AW Form 44. The individual will then depart mobility warehouse through the designated exit. At the discretion of 89 LRS/LGRRP, individual will place properly tagged mobility bags in a designated location for palletization and bulk shipment or hand carry the baggage through the rest of their mobility processing.

3.2. For actual deployments, the deploying individual will arrive with a copy of orders stating mobility bags required. For short notice deployment, a letter signed by the commander is acceptable in lieu of orders. Individual will fill out 89 AW Form 44 indicating their sizes. Mobility personnel will attach a copy of their orders to the 89 AW Form 44. For short notice deployment, a letter from the 459<sup>th</sup> LRF

is acceptable with the individual's sizes in lieu of orders (unless individual's sizes are already loaded in the MICAS system).

3.2.1. The deploying individual will be issued an A-3 bag to include a sleeping bag. Items issued, including quantity, size and shelf life information, will be annotated on the individual's 89 AW Form 44. If individual is to receive more than one mobility bag, this process will repeat until all bags are issued. Then a mobility representative will obtain the 89 AW Form 44. The individual will then depart mobility warehouse through the designated exit.

3.2.1.1. General purpose A-bag (individual issue) procedures for issuing, inventory and exiting same as stated in paragraph **3.2.1**.

3.2.1.1.1. Ample supply of first aid kits is readily available to support Security Forces Squadron, whom maintains their own A-bags. The MICAS system will be updated accordingly. Applies to only the 89th.

3.2.1.2. Cold weather B-bag (individual issue) procedures for issuing, inventory and exiting same as stated in paragraph **3.2.1**.

3.2.1.2.1. Consumable items will be issued to individuals every 2 years and will be tracked in the MICAS system. Applies to the socks in the "B" Bag.

3.2.1.3. CWDE C-bag (individual issue) procedures for issuing, inventory and exiting same as stated in paragraph **3.2.1**. CWDE training ensembles for the 459th will be obtained from the Full Spectrum Threat Response Office (CEX) within the 459th. Gas masks for the 459th are issued when the individual is processed into the wing by the mobility section and returned to the mobility section upon PCS or separation.

**NOTE:** CWDE will only be issued for actual deployments and as required in the area of responsibility (AOR) reporting instructions. CWDE training ensembles will be obtained from member's Unit Deployment Manager (UDM). A gas mask will be signed out on AF Form 1297, **Temporary Issue Receipt** with the individual's personal data and mask size. Individual will maintain the mask until they either permanent change of station or are removed from the primary mobility position. Personnel deploying will be issued a mask for the duration of their tasking. It is the member's responsibility to contact Bio-Environmental, ext. 7-3380, to schedule a gas mask fit test.

3.2.1.4. Desert/hot weather E-bag (individual issue) procedures for issuing, inventory and exiting same as stated in paragraph **3.2.1**. Doesn't apply to the 459th. Each individual that requires an "E" Bag contacts the 459th LRFD who in turn sizes and requisitions individual items for deployments.

**NOTE 1:** Desert Camouflage Uniforms (DCU) will only be issued for actual deployments and as required and authorized by AOR reporting instructions.

**NOTE 2:** Desert Camouflage Uniform items will only be issued to 89AW personnel and as authorized.

3.2.1.4.1. Consumable items will be issued to individuals every 2 years and will be tracked in the MICAS system. Applies only to the 89th.

3.2.2. After processing of personnel, information on 89 AW Form 44 will be loaded in the MICAS system. Copy of the 89 AW Form 44 will be filed in alphabetical order, first letter of last name, followed by last four numbers of individual's SSN.

#### 4. Turn-in of Mobility Bags.

4.1. All items must be returned within 24 hours after individuals return from deployment and prior to taking leave. The unit/individual will be held accountable for funding of replacement assets. Mobility will purge folders at the beginning of each week. They will contact the individuals to have their bags/items returned. After 3 days, files will be pulled and individual's UDM contacted, after three days files will be pulled and the 459th LRFD (Logistics Support Manager) will be notified. The file will be marked and put on the late bag list. After 7 calendar days, if bags/items have not been returned, an email will be forwarded to the individual's squadron commander with an additional suspense date of 5 calendar days. If no response is received after the suspense date, a total of 15 days, the file will be forwarded to the 89th Maintenance Group by the project manager for final resolution. MICAS system will be updated accordingly.

4.2. Upon return, the individual's mobility bag receipt will be pulled from the receipt file. An inventory of the contents will be conducted to verify accountability and serviceability. All consumed, damaged or lost items are the responsibility of the using organization to replace. All unused assets will be returned to the proper storage locations. Once all items are inventoried with the exception of consumed items, 89AW Form 44 will be annotated with the return date and filed for a period of 6 months. The individual's file will be cleared from the MICAS system with the exception of used consumable B and E-bag assets. All consumed, damaged or lost items will be reported to the 459th LRFD so that the using organization can fund these items.

4.2.1. General Purpose – A-bag will be processed as stated in paragraph [4.2](#).

4.2.2. Cold weather – B-bags will be processed as stated in paragraph [4.2](#). If the parka was worn, it will be cleaned prior to reissue.

4.2.3. CWDE – C-bags will be processed as stated in paragraph [4.2](#). If any assets were utilized in the performance of duty, the items will be identified and reported to Headquarters AMC Mobility Bag Functional Manager (AMC/A47WC). If any assets were utilized in the performance of duty, the items will be identified and reported to the 459th LRFD who in turn reports to the Numbered Air Force and HQ AFRC.

4.2.4. Hot weather/desert –E-bags will be process as stated in paragraph [4.2](#). Most items in the E-bag are consumable with the following exceptions: A-3 bag, web belt with canteen cover, harness, ammo pouch, flak vest and helmet cover.

#### 5. Funding.

5.1. The wing will fund mobility A, B and E-bags. HQ AMC will fund C-bags, as required. All CWDE funds will go into the 117CW account and 358MK account will be utilized for A, B and E-bag requirements. Replacement costs for lost or damaged assets will require a report of survey. HQ AFRC will fund mobility A, B, C and E bags for 459th Air Refueling Wing.

5.1.1. Replacement of consumable assets is the responsibility of the owning/deployed unit, unless directed by higher authority in which case it must be in writing and filed in the mobility section. This will ensure reimbursement for replacement assets is coordinated with the 89th Maintenance

Group Funds Manager and the owning/deployed unit. The mobility section will elevate any problems concerning this issue to the project manager for resolution.

**DAVID S. GRAY, Brigadier General, USAF  
Commander**

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 23-110, *USAF Supply Manual*

***Abbreviations and Acronyms***

**AFWUS**—Availability/Tracking Summary

**AOR**—Area of Responsibility

**CWDE**—Chemical Warfare Defense Ensemble

**MICAS**—Mobility Inventory Control and Accountability System

**UDM**—Unit Deployment Manager

**UTC**—Unit Type Code